

# AUSTRALIAN SPORTS MEDICINE FEDERATION (SA BRANCH) INC



## POLICY ON MANAGEMENT OF PERSONAL INFORMATION

### Introduction

Australian Sports Medicine Federation (SA Branch) Inc ("SMASA") abides by the amendments of the *Privacy Act 1988* (Cth) that regulate the collection, use and storage of Personal Information by private sector organisations.

This policy document is available to any person who requests a copy and is intended to set out the policies of SMASA on management of Personal Information. This policy outlines how the personal information of individuals is managed by SMASA.

In these guidelines, Personal Information means "information or an opinion (including information or an opinion forming part of data base) whether true or not and whether recorded in a material form or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion". Personal Information includes:

- name
- address
- telephone/fax number
- email address
- postal address
- other information that may identify an individual, such as a photograph
- other information about an individual whose identity can be ascertained from that information.

## **Policies**

### **1. Collection of Information**

- 1.1. SMASA does not seek to collect Personal Information unless that information is necessary for one or more of its functions or activities;
- 1.2. As far as is reasonable and practicable to do so, SMASA will seek to collect Personal Information about an individual from that individual;
- 1.3. SMASA will collect Personal Information only by lawful and fair means and not in unreasonably intrusive ways;
- 1.4. Where SMASA collects Personal Information from an individual, SMASA will take reasonable steps to ensure that the individual is aware of:
  - 1.4.1. the identity of SMASA and how to contact it;
  - 1.4.2. the fact that the individual is able to gain access to the information;
  - 1.4.3. the purposes for which the information is collected;
  - 1.4.4. the organisations or types of organisations to which SMASA usually discloses information of that kind;
  - 1.4.5. any laws that require the particular information to be collected;
  - 1.4.6. the main consequences (if any) for the individual if all or part of the information is not provided.
- 1.5. Where SMASA collects Personal Information about an individual from someone else, it will take reasonable steps to ensure that the individual is, or has been made, aware of the matters listed in sub clause 1.4 above, except in circumstances where to do so would pose a serious threat to the life or health of any individual.

### **2. Use and Disclosure**

SMASA may use or disclose Personal Information for a purpose other than the primary purpose of collection where:

- 2.1. The purpose is related to the primary purpose of collection (and if Personal Information is sensitive information, directly related to the primary purpose of collection); and
- 2.2. The individual would reasonably expect that SMASA would use or disclose the information for the secondary purpose; or
- 2.3. The individual has consented to the use or disclosure; or

2.4. The information is not sensitive information<sup>1</sup> and is used for the secondary purpose of direct marketing.

Otherwise SMASA will comply with National Privacy Principle 2.

### 3. **Data Quality**

SMASA will take steps to ensure that the Personal Information that it collects uses or discloses is accurate, complete and up-to-date.

### 4. **Data Security**

SMASA will take reasonable steps to protect the Personal Information it holds from misuse and loss and from unauthorised access, modification or disclosure. Where information is no longer needed for any purpose for which the information may be used or disclosed, SMASA will take reasonable steps to destroy or permanently deidentify that Personal Information.

### 5. **Accessing Information**

Where SMASA holds Personal Information about an individual, it will provide the individual with access to that information on request by the individual in accordance with National Privacy Principle 6. Whilst SMASA may adopt its own identifier of an individual, it will do so only in accordance with National Privacy Principle 7.

### 6. **Anonymity**

Whenever it is lawful and practicable, individuals dealing with SMASA will have the option of not identifying themselves. Any individual who proposes to transact with SMASA should expect that SMASA is likely to require full and complete disclosure of name, address, contact telephone numbers, postal address and email address.

### 7. **Transborder Data Flows**

SMASA will transfer Personal Information to someone who is in a foreign country only in accordance with National Private Principle 9.

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<sup>1</sup> Sensitive information includes information about a person's political, social or religious beliefs or affiliations, health and medical information, race, ethnic origin, sexual preferences or practices.

## 8. **Sensitive Information**

SMASA will collect sensitive information about an individual only where the individual has consented, where the collection is required by law, or otherwise in accordance with National Privacy Principle 10.

## 9. **Employee Records**

Employee records include records relating to the engagement, training, disciplining, resignation, termination, terms of conditions of contract details, performance or conduct, remuneration, union membership, health information and financial affairs.

Whilst employee records are not subject to the principles set out above, SMASA will not use employee records for commercial purposes that are unrelated to the employment context nor will such records be utilised for commercial purposes.

## **How to Contact SMASA**

If you have any questions in relation to privacy, please contact us on (08) 8234 6369. Or, you may wish to contact our Privacy Manager at SMASA, 27 Valetta Road, Kidman Park SA 5025.